

Feb. 2, 1961

SUMMARY OF LECTURES

WEEK #1 Business and Solicitations requirements for heelers
Introduction to Announcing and Saturday broadcasting
Introduction to station facilities
Shift day programming

Basic Engineering in CR I and CRnII
More complete familiarization with CR I

WEEK #2 BUSINESS DEPARTMENT
Weekly programming on three stations

Complete coverage of CRI
Introduction to CR II

WEEK #3 Continuity Department
Operations Director
Tech Dept.
Logs, setting up of, and connected etc.

Complete coverage of CR II
Review (final) CR I

WEEK #4 Public Relations Department
Productions Director
Chain of Command
Duties of All Officers

Care and use of all Recording facilities

WEEK #5 News Department.
Sports Department
Station History

Set Up and use of all remotes
AM Sign and sign off procedure

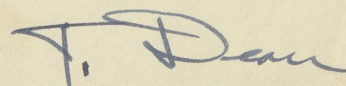
WEEK #6 Recording Department
Constitutional Structure and ByLaws

Control Room engineering for remotes
Review remote procedure

WEEK #7 Classical Music Department
Records Department
Review for Program Procedure Test

FM Sign and Sign Off Prodedure
Emergency Procedure

WEEK #8 FINAL PROGRAM PROCEDURE TEST
Hair
General Review of engineering
Engineering Tests


Vice Chairman